



April 26, 2004

**OKLAHOMA BULLETIN NO. OK250-4-25**

**SUBJECT: FNM – Attendance Requests for the Soil and Water Conservation Society (SWCS) Annual Meeting, St. Paul, Minnesota, July 24-28, 2004**

**Purpose:** To provide information about the meeting and proper procedures regarding attendance approval

**Expiration Date:** September 30, 2004

**ACTION REQUESTED BY JUNE 18, 2004**

The 2004 Soil and Water Conservation Society (SWCS) Annual Conference will be held in St. Paul, Minnesota, July 24-28, 2004. This year's theme is, "Headwaters of Conservation". A block of rooms has been reserved under "SWCS" group at the Radisson Riverfront Hotel. The registration and agenda can be accessed at: <http://www.swcs.org/>. The government lodging rate is \$110.00, only 20 percent of the rooms in the block are available at this rate. The regular block rate is \$132.00. If you are unable to reserve your room at the government rate, please use the following site to find a hotel (in the vicinity of the meeting) that offers government rate. Otherwise you will have to pay the difference for the block rate on your own. Here is the site: <http://www.10bestcityguides.com/StPaul/>.

The following attendance categories will receive approval consideration on a "government time and expense" basis:

- Receiving an award, citation, or commendation
- Receiving a scholarship
- Presenting a Topical Paper or Poster
- Member of the Chief's Staff
- Training (providing or fulfilling a training need)

Employees will be approved or disapproved, based on travel costs and budget, plus adherence to the above justification for attendance. Other employees may request consideration on "government time/personal expense" and these will also be reviewed for approval/disapproval.

Policy for meeting attendance is specified in the General Manual, Title 250, Part 406. After supervisor approval, requests must be received in my office by Thursday, **June 18, 2004**, for consideration and approval. The approved requests will be forwarded to the Regional Conservationist (RC), then compiled and forwarded to NHQ for finalization. Those who wish to attend should make all reservations (motel and air travel, if applicable). The reservations should be cancelled by the employee in the event approval is not granted.

/s/

M. DARREL DOMINICK  
State Conservationist

Dist: AE